

CITY OF INDEPENDENCE, KANSAS
APPLICATION FOR PARK BUILDING & FACILITIES RENTAL

Select Building

<input type="checkbox"/> Entire 4-H Building	\$50.00	<input type="checkbox"/> Lone Chief Cabin	\$40.00
<input type="checkbox"/> Sm Dining Room & Kitchen	\$30.00	<input type="checkbox"/> Concession House	\$20.00
<input type="checkbox"/> Large Room	\$30.00	<input type="checkbox"/> Rock Kitchen	\$20.00
<input type="checkbox"/> East Open 4-H Building	\$10.00	<input type="checkbox"/> Band Shell	\$30.00
<input type="checkbox"/> Middle Open 4-H Building*	\$10.00	<input type="checkbox"/> Shelter House	\$30.00
*(Has livestock racks down center of Building)		<input type="checkbox"/> Other	

Date of Activity: _____ Type of Activity: _____

Time you will be using building (Approximately): Start _____ Ending _____

Will you charge Admission? _____ Estimated Attendance: _____

Organization/Sponsor: _____

Person Responsible _____

P.O. Box or Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone# Day _____ Evening _____

Rides: Please check the ride schedule. If rides are needed other than the designated schedule, you will need to check with the Park Superintendent.

Keys: The keys for the buildings may be picked up in the City Clerk's Office located at City Hall, 120 N. 6th Street, Independence, KS, 67301 (Phone # (620)332-2500) the day of or the day before the activity between the hours of 8:00 a.m. and 5:00 p.m. on Monday through Friday (except holidays). In all cases, keys must be picked up by 5:00 p.m. on Friday for weekend events. If this is impossible, i.e., out-of town rental, the key may be picked up from the police dispatcher located in the lower level of City Hall if rental fees have been paid.

Signer accepts full responsibility for care of building and grounds including fee payment and \$10.00 per hour per employee clean-up/set-up charge. Buildings should be left in the same condition as they are found. The renter is also responsible for any damages or breakage that occurs to the building during rental. In the event of cancellation the renter must give **three (3) months** notice to receive a refund for building rental.

Signature of Renter: _____

Date Building Rent Paid: _____ Receipt Number: _____

Clean-up/Set-up Hours: _____ Date Clean-up/Set-up Paid: _____

Damage or Breakage: _____

PARK BUILDING INFORMATION

1. All reservations are to be made through the City Clerk's office in City Hall. The phone number is 620-332-2500.
2. Reservations will be held for 10 days. Payment for the building along with a completed building application must be received by the City Clerk's office during this 10 day period to assure the reservation.
3. Keys may be returned to City Hall by taking them to Police Dispatch in the basement or to the City Clerk's office.
4. No reimbursement will be given to renters upon cancellation unless three months notice is given.
5. Rentals will be made to individuals, companies, or non-charitable organizations for private parties and exhibits.
6. Civic clubs, charitable organizations, churches and schools are permitted to rent the buildings for fund-raising activities, dances and parties.

STANDARD SET-UP FOR BUILDINGS

4-H ALL – 12 tables, 102 chairs (50 tables, 250 chairs available)
2 refrigerators, 1 gas cook stove, hot water, stainless steel sink. Heated buildings.

4-H LARGE ROOM - Same as above, but no kitchen facilities.

4-H SMALL DINING ROOM & KITCHEN – 6 tables, 52 chairs, 2 refrigerators, 1 gas cook stove, hot water, stainless steel sink.

4-H OPEN BUILDINGS – 4 picnic tables each (40). Additional tables allowed if furnished by the renter. The Middle Open Building has livestock racks down the center.

LONE CHIEF – 4 tables, (40 people), hot water, sink, electric range, fireplace, heater,
(2) 8' benches, outside grill.

SHELTER HOUSE – 4 tables (40 people), 1 table each wing, (4) 8' benches, gas cook stove, water hydrant outside, fireplace only.

CONCESSION HOUSE – (3) 6' picnic tables, screened, water hydrant outside.

ROCK KITCHEN – Same as the Concession House..

Tables & chair rental - \$1.25 @ table per day.
.25 @ chair per day.

SCHEDULE FOR PARK RIDES

Starting Easter-	Sundays	1:00 pm to 5:30 pm until
Memorial Day then-	Saturday	6:30 pm to 9:30 pm
	Sundays	1:00 pm to 9:30 pm
	Weekdays	6:30 pm to 9:30 pm to
Labor Day then-	Sundays	1:00 pm to 5:30 pm thru October